

Position Title : **Two (2) ADMINISTRATIVE AIDE IV**

Place of Assignment : Cash Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications

Education: Completion of two-year studies in college or High School Graduate with relevant vocational trade course.

Experience: None required

Training: None required

Eligibility: None required

Others: Basic knowledge in records management specifically records inventory and filing
Organizational, Computer and Equipment Operation, Reports Preparation

Job Description

- Processes Fidelity Bond of Officials and Employees;
- Monitors/Checks RAAF (Report of Accountability for Accountable Forms);
- Assists in the preparation of Checks/LDDAP and other forms of disbursement;
- Prepares and encodes all report of checks issued and balance with all disbursements made
- Records incoming/outgoing documents and reports; safekeeps reports, records and documents; files documents;
- Assists in the preparation of audit working papers and reports;
- Assists in the application for renewal of PICs, original certification and authentication of
- Assists in the reproduction of reports.

Salary Grade

- Equivalent to Salary Grade 4 or Php15,586.00/ month

Mode of Employment

- Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

1. **Duly accomplished and NOTARIZED Personal Data Sheet (PDS) with Work Experience Sheet** and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at www.csc.gov.ph)
2. Photocopy of Transcript of Records
3. Photocopy of eligibility/ license
4. NBI Clearance
5. TIN

Qualified applicants are advised to email their application not later than **06 March 2023** to:

KHRISTINE S. LABAO

Administrative Officer V

P. Paredes St., cor, N. Reyes St., Sampaloc, Manila

prcrecruitmentapp@gmail.com